



MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS
Regular Meeting Agenda
Thursday, May 13, 2010
4:00 P.M., City Hall Room 203

I. CALL TO ORDER

II. MINUTES

Approval of the minutes from the April 15, 2010, regular Civil Service Commission meeting.

III. ACTION AGENDA

A. Request to Consider Seniority Reinstatement for former Union Members Now Unrepresented Employees

Summary: A request was received to re-instate former union seniority to unrepresented employees as a "grandfathering" provision of the August 2009 seniority adjustment.

B. Consideration of Management Assistant Job Description

Summary: To upgrade the Finance Clerk from Grade X to Grade VIII with the new title of Management Assistant due to the cumulative added responsibilities of accountant, pension, benefits and payroll.

C. Civil Service Budget

Summary: To consider decisions on where \$60,000 will be cut from the department's \$189,000 annual budget.

D. Ad Hoc Committee

Summary: To consider a decision on continuation of the Ad Hoc Committee's functioning in order to complete work on the revision of the Civil Service Rules and Regulations.

IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT

A. Office Operations Update

B. Performance Reviews

V. STATUS OF RECRUITMENTS

A. City Part-time/Limited Positions 2009: Fourteen people have applied for School Crossing Guard and forty-two for Marina Aide, with one Marina Aide to come on board April 5, 2010. Two applications remain on file for Senior Transit Worker.

B. Beacon Services Contractual Seasonals: To date 122 people filed applications for seasonal work through Beacon Services. Applicants continue to come to the office daily seeking employment for the summer seasonal positions.

C. Customer Service Representative II/Engineering: Promotional recruitment completed and on hold; position to be filled by layoff of regular full-time CSR II.

D. Marina Aide: One Marina Aide began work on April 5 with additional staff to be brought on board as needed.

E. Police Officer: As an open and continuous recruitment, there now are 81 applications on file.

VI. APPOINTMENTS

A. New Appointments:

Permanent

Part-time or Seasonal Employees:

Chad Yeomans, Marina Aide, 4/5/10

B. Promotions:

Permanent Employees

Part-time or Seasonal Employees:

C. Transfers:

Permanent Employees

D. Reclassifications:

Permanent Employees

E. Temporary Assignments:

Permanent Employees

VII. SEPARATIONS

A. Resignations:

Permanent Employees

James Berkel, Deceased, 2/25/10

Part-time or Seasonal Employees:

B. Job Terminations:

Permanent Employees

Part-time or Seasonal Employees:

C. Other:

Retirements

J.R. Gann, Building Maintenance Supervisor, 4/30/10.

VIII. OTHER

A. Certificates of Training Excellence:

B. Letters of Appreciation:

Scott Vanderwier, Police Officer, received a thank you from Marcia Witherell for his prompt help when a friend passed out at a Muskegon restaurant.

X. OLD BUSINESS:

XI. OTHER BUSINESS

A. Temporary Staffing Services

Engineering \$ 588.46 (04/12/10 – 04/18/10)

XII. ADJOURNMENT

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETING OF THE
CITY COMMISSION AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

The City of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting, upon twenty-four hour notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the City of Muskegon by writing or calling the following:

Ann Marie Becker, City Clerk
933 Terrace Street
Muskegon, MI 49440
(231) 724-6705

(05132010 CSC Agenda)